

ODP #2128-76  
21 OCT 1976

MEMORANDUM FOR: ADP Control Officers

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : ADP Survey

1. I have been asked to present an overview of ADP in the Agency at the Executive Advisory Group meeting on 16 November 1976. My plan is to: a. describe the computer resources of the Agency and what they are used for; b. present an overview of the resources we invest in ADP; and c. describe the management processes that are used to acquire and control the use of ADP. I am able to cover the ODP aspects of these topics, but my knowledge of computer activities in other parts of the Agency (which account for roughly half of the Agency's ADP budget) is inadequate. Furthermore, a review of the Agency's budget documents and its ADP Management Information System did not provide an adequate insight into information which I feel will be of interest to the EAG.

2. My staff has prepared the attached survey form in an effort to quickly assemble Agency-wide ADP information as the basis for the 16 November briefing. I realize that some of the questions may be difficult to answer, particularly those regarding management. But I would appreciate your best effort to be as responsive as possible within the limited time available.

3. Accordingly, I ask your cooperation in responding to the attached ADP Survey by COB 5 November 1976.   may be contacted for any questions or help you need in completing the survey.

Clifford D. May, Jr.

Att. a/s

21 October 1976

OFFICE OF DATA PROCESSING

ADP SURVEY

Introduction: The information requested in this survey should be reported by components immediately below the Directorate level and by Independent Offices. Information is requested for two general subject areas:

1. CIA resources (funds, manpower, computers) and activities concerned with the acquisition and operation of computers, development of applications, and acquisition of services other than those provided by the Office of Data Processing.
2. The ADP management process as it affects the satisfaction of ADP requirements of the reporting component regardless of how these requirements are satisfied, i.e., by the component itself or by ODP.

Responses to this survey should be forwarded to Director, Data Processing, room 2D-0105, Headquarters, by COB 5 November 1976. Please contact  for any clarification that may be necessary.

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I. ADP Equipment

Provide the following information for digital computers (currently installed or projected through FY-82) under the control of the reporting component:

<u>Manufacturer</u>	<u>Model</u>	<u>Purchase Cost if Owned</u>	<u>Instal- lation Date</u>	<u>Annual Cost Including Maintenance</u>	<u>Location</u>	<u>Principal Applications</u>
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Note: Do not report analog computers or computers paid for with other than CIA funds. Do report all other computers, regardless of application.

II. ADP Services

a. Contractual

Provide a list of ADP contractual services (SOC 2543) that are concerned with system design, consultation, programming, computer service, etc., as indicated below:

<u>Contractor</u>	<u>Purpose</u>	<u>FY-77 Funding</u>
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b. In-house

(1) Make a rough breakdown of in-house manpower engaged in the following activities:

FY-77 Manpower

Development and maintenance of application programs.  
 All other software development (operating systems,  
 generalized software packages, etc.).  
 Data Base management  
 Consulting  
 Operators  
 Other (describe)

Total Manpower

(2) If computer equipment is listed in section I. above, show a rough distribution of its use for the following categories of service:

FY-77

Batch processing service  
 Time shared or Interactive service  
 Other (describe)

Total

100%

III. ADP Budgets

For each fiscal year, list ADP/computer personnel\* resources, ADP funds, and the percent of the component's budget programmed for ADP as indicated below:

<u>Description</u>	<u>Object</u> <u>Class</u>	<u>FY-75</u>	<u>FY-76</u>	<u>FY-77</u>	<u>FY-78</u>	<u>FY-79</u>	<u>FY-80</u>	<u>FY-81</u>	<u>FY-82</u>
Number of Positions									
Personnel Compensation and Benefits	1100/1200								
ADP Equipment Rental	2358								
ADP Maintenance	2503								
ADP Contractual Services	2543								
ADP Supplies	2609								
ADP Equipment Purchases	3109								
Totals									

Percent of Component's Budget  
Programmed for ADP

- \* ADP/computer personnel are identified as those personnel who possess ADP professional skills and who must utilize these skills more than half the time in the performance of their duties.

IV. ADP Management Process

Provide a brief narrative description of how the ADP management process currently works for your requirements. Please address the following questions:

- a. How and at what level are ADP requirements established?
- b. How are determinations made that a given requirement can best be satisfied with ADP?
- c. How are on-going computer applications reviewed to determine if they continue to be cost-effective and contribute to mission performance?

- d. How is review effected on the use of remote terminals and time share services by component personnel?
- ~~e.~~ How is it determined if the requirement can best be satisfied by central ADP services (ODP) or by component-provided equipment or services?
- f. For component-operated computers, how is utilization measured and controlled?
- g. To what extent do GSA and OMB guidelines affect ADP management and procurement in your component?
- h. What Office does the reporting component look to as the source of ADP policy guidance for the Agency?
- i. What is the perceived purpose of the ODP review of ADP acquisitions in accordance with
- j. How is the monthly Project Activity Report that is produced by ODP to show services provided to various components and projects used in your component as a management tool to control growth in ADP services?

V. Reporting Organization and Contact

Provide the name and telephone number for the key individual in the reporting component who may be contacted with reference to this report.

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